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Tab D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

NO.

5 July 1952

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SUBJECT: Employment and Training of Clerical Personnel

1. General. The Interim Assignment Branch, formerly the Personnel Pool, has as its objective the improvement of the selection and placement of better qualified clerical personnel. The Interim Assignment Branch (IAB) is operated by the Personnel Office for the purpose of maintaining a constant reserve of clerical personnel for assignment as regular turnover replacements and to supply expanding staffing requirements. The Office of Training is responsible for the training of clerks, typists, stenographers, and secretaries who are assigned to IAB. The IAB serves as the medium through which the Agency holds such personnel during the period of security processing and subsequently until they are considered qualified for their specific assignments.

2. Overseas Assignment. It is highly desirable that personnel with previous Agency experience be utilized for overseas positions. Accordingly, it is the general policy of the Agency to fill all types of overseas clerical positions by transfer and reassignment of present departmental personnel. All offices will give fullest cooperation in implementing this policy, which should stop many of the present difficulties concerning orientation, per diem, and other problems evolving from the present practice of recruiting externally for direct overseas assignment.

3. Slotting. All clerks, typists, stenographers, and secretaries hereafter recruited will be slotted against positions of the IAB regardless of recruitment source. Clerical personnel recruited by members of operating offices will be earmarked for eventual assignment to the operating office making the referrals if such action is desired. Vacancies in operating offices will be filled by placement of qualified employees from the IAB. Through this device, positions will not be encumbered with clerical personnel in process who may finally fail to enter on duty. When the Assistant Director (Personnel) determines that exception is justified he may approve slotting of a recruit directly against an overseas position.

4. Standards of Proficiency. The Personnel Office will enter on duty in the IAB only those persons who meet the standards of proficiency for the grades for which they are recruited or whose potentialities assure that acceptable standards of proficiency will be reached through the training given in the IAB. If an individual fails to attain these acceptable standards, the Office of Training and the Personnel Office will

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determine the advisability of additional training. If it is determined that additional training would not be profitable, the employee will either be assigned to another position not requiring the skills which he appears unable to develop or will be separated for failure to qualify.

5. Training. All provisionally cleared clerical personnel assigned to the IAB must take a training course of at least two weeks' duration unless results of tests indicate no need for further training, in which case the individuals will be assigned available work projects. Insofar as operating office requirements will permit, clerical personnel who enter on duty only after full security clearance will complete the same training as that required of persons who are assigned to the IAB while awaiting security clearance. Since certain portions of the full training course are of a classified nature, each cleared clerk will be given two days and all others three days of training immediately prior to release from the IAB. This latter training will consist of practical applications of office procedures and skills for which the new employee will be held responsible.

6. Work Projects. Provisionally cleared clerical personnel in the IAB will be detailed to perform work projects for all periods not devoted to the training program. The Personnel Office will accept unclassified work projects from operating offices, providing deadline commitments are not involved. In order that such work projects will not backlog to the detriment of the operating offices, the Personnel Office will accept them only to the extent that the IAB's capacity indicates their prompt completion in a reasonable period of time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. White
Acting Deputy Director
(Administration)

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